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| **UNIVERSITY OF WISCONSIN-MADISON**  **UNIVERSITY HEALTH SERVICES**  **HIM (Medical Records)**  **333 East Campus Mall, Rm 8102**  **#8104**  **Madison, WI 53715-1381**  **Phone: (608) 262-1676 Fax: (608) 262-9160** | ***AUTHORIZATION FOR RELEASE***  ***OF HEALTH RECORDS*** |

**1. Regarding Patient *COMPLETE IN FULL (See reverse side for further information)***

|  |  |
| --- | --- |
| Name - Last, First, MI | |
| Street Address Telephone # | |
| City State Zip Code | |
| UW ID# | Birthdate |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **2. Records Released From** | |  | **3. Records Released To** | |
| Name - (i.e. Health Facility, Physician...) | |  | Name - (i.e. Insurance Co., Lawyer, Physician, Self...) | |
| Street Address | |  | Street Address | |
| City State Zip Code | |  | City State Zip Code | |
| Phone # | Fax # |  | Phone # | Fax # |

🞏 Two Way Release (Release and obtain information from both parties listed).

🞏 Records are needed for an appointment on \_\_\_\_\_\_\_\_\_\_\_\_/ 🞏 Records needed to schedule appointment. 🞏 Pick-up Copies

**4. INFORMATION TO BE RELEASED:** (Check all applicable categories)

🞏 Complete Copy of Medical Records 🞏 Mental Health/Substance Use Summary Letter 🞎 Psychiatry Transfer of Care

🞏 Women’s Clinic Visits/Labs Only 🞏 Complete Copy of MH/Substance Use Records 🞎 Psychiatry Split Care Letter

🞏 Allergy/Immunization Records 🞏 Telephone/Verbal Communication 🞎 ADHD Evaluation/

🞏 X-ray Report/Images 🞏 Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Psychoeducational Testing

🞏 Lab Results

🞏 Eating Disorder-Medical

**5. PURPOSE OR NEED FOR DISCLOSURE:** (Check applicable categories)

🞏 Further Health Care 🞏 Insurance/Work Comp 🞏 Occupational Health

🞏 Legal 🞏 Personal/Self 🞏 School Disability

🞏 Academics 🞏 Other:

**\*\*\*PLEASE SEE REVERSE FOR FURTHER INFORMATION\*\*\***

**6.** This authorization will remain in effect for one year after date of signature unless you specify otherwise and includes future records generated after date of signing unless otherwise specified. Written consent is necessary to revoke this request.

🞏 Other time period. Specify:

🞏 Do not include future records generated after date of signing.

**7.** **In accordance with the conditions listed above and on the next page of this form, I authorize the use and/or disclosure of my medical information. I understand that there may be a charge for copies.** I understand the information to be released selected above may include information regarding psychiatric consults and mental illness, developmental disabilities, alcohol or drug treatment, AIDS OR AIDS-related illness, sexually transmitted infection, and/or HIV test results, unless I limit the disclosure to exclude the following:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I authorize release of my health records in accordance with the specification listed above. I understand that I have a right to receive a copy of this form upon request. A copy of this consent shall be valid as the original.

**8. Signature of patient Date**

(If signed by person other than patient, state relationship and authority to do so.)

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Internal Use Only: \_\_\_\_\_\_ SCAN ONLY Release Date: \_\_\_\_\_\_\_\_\_\_\_ Via: Mail Fax Completed by Initials \_\_\_\_\_\_\_\_\_\_

University Health Services (UHS) honor a patient’s right to confidentiality of health information as provided under federal and state law. Please read the following guidelines before signing this authorization.

**No Obligation to Sign.** You are under no obligation to sign this form, and you may refuse to do so. Except as permitted under applicable law, UHS health care providers may not refuse to provide you treatment or other health care services if you refuse to sign this form. UHS will not condition treatment, payment, enrollment or benefit eligibility.

**Revocation.** You have the right to revoke this authorization, in writing, at any time before it ends. However, your written revocation will not affect any disclosures of your health information that the person(s) and/or organization(s) listed on the reverse side of this form have already made, in reliance on this authorization, before the time you revoke it. In addition, if this authorization was obtained for the purpose of insurance coverage, your revocation may not be effective in certain circumstances where the insurer is contesting a claim. Your revocation must be made inwriting and addressed to: HIM (Medical Records), 333 East Campus Mall, #8104, Madison, WI 53715-1381.You must also revoke in writing to the facility/MR department releasing my information.

**Re-release.** I understand that the information used or disclosed pursuant to this authorization may be subject to re-disclosure by the recipient, and no longer be protected by state and federal privacy regulations. However, if the records disclosed pursuant to this authorization relate to substance use treatment, 42 CFR Part 2 prohibits the recipient from re-disclosing such records.

**Right to Inspect.** You have the right to inspect or copy the health information whose disclosure you are authorizing, with certain exceptions provided under state and federal law. If you would like to inspect your records, contact HIM (Medical Records) at (608)262-1676 for further information.

**Copying Fees.** If you are requesting disclosure/release of health information to other hospitals, clinics, or physicians for further medical care, or to yourself, no copying fees will be charged. You must pay for copies you request for other reasons.

**Note To Recipient of Information:** This information has been disclosed to you from confidential records, which are protected by law. Unless you have further authorization, laws may prohibit you from making further disclosures of this information without the specific consent of the patient or legal representative involved.

**Signatures.** Generally, if you are 18 years of age or older, you are the only person who is permitted to sign a form to authorize the disclosure of your health information. If you are under the age of 18, your parent or guardian must sign this form for you. However, there are many situations in which this general rule does not apply. For more information regarding who is authorized to sign this form, contact HIM (Medical Records) at 333 East Campus Mall, #8104, Madison, WI 53715-1381 or call (608)262-1676.

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